

Planning Coordinator

Employment Status:	Permanent, Full-time
Compensation Range:	\$31.67 to \$35.79 per hour (in accordance with the CUPE 101.5 Collective Agreement)
Hours of Work	35 hours per week
Location:	399 Ridout St. N, London, ON

POSITION OVERVIEW

The Planning Coordinator provides day-to-day administrative support to planning & development team including the Director of Planning & Development. The Planning Coordinator provides administrative support for departmental projects and operations working collaboratively to act as a liaison between departments, local municipalities, external agencies, and the public.

QUALIFICATIONS

- Completion of a two (2) year diploma in office administration or a related field.
- A minimum of two (2) years of experience in administration, preferably in a municipal setting or a land use planning related field.
- Demonstrated strong ability to communicate effectively, both verbally and in writing, as required to provide troubleshooting support, prepare technical documentation and reports.
- Proficiency in Microsoft Office Suite (Teams, Word, Excel, PowerPoint, Outlook).
- Understanding and application of basic mathematical functions (e.g. adding, subtracting, measuring, money computation).
- Demonstrated understanding of land use planning practices and procedures including experience in processing land use planning applications.
- Working knowledge of GIS and other specialized software applications relevant to land use planning, including cloud-based permitting systems such as Cloudpermit.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's license with a clean driver's abstract.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your **cover letter and resume** by email to hr@middlesex.ca by **4:30 p.m. on September 14, 2026**.

Existing Vacancy: we are currently hiring a candidate for an existing vacancy.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

We thank all applicants who apply, but only applicants interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. It will be used for selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
OMERS Pension Plan
Employee & Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Planning Coordinator
DEPARTMENT: Planning & Development
REPORTS TO: Director of Planning & Development
POSITIONS SUPERVISED: None
CLASSIFICATION: CUPE 101.5

POSITION SUMMARY:

The Planning Coordinator provides day-to-day administrative support to planning & development team including the Director of Planning & Development. The Planning Coordinator provides administrative support for departmental projects and operations working collaboratively to act as a liaison between departments, local municipalities, external agencies, and the public.

PRINCIPAL RESPONSIBILITIES:

- Provides overall day-to-day administrative support to the Planning & Development department including but not limited to drafting correspondence, reports and letters.
- Coordinates the intake of development applications, reviews for accuracy and completeness;
- Administers the collection of application fees, invoice processing, and related financial documentation.
- Coordinates stakeholder notifications, monitors statutory timelines, consolidates comments and development conditions, and issues planning decisions in compliance with legislative requirements.
- Compiles appeals packages for the Ontario Land Tribunal and independently responds to public, stakeholders, and other enquiries.
- Maintains and updates the County's development application tracking system.
- Drafts and/or reviews correspondence and reports as required by the Director.
- Assists the Woodlands Conservation Officer with the administration of notices, reports, orders and applications. This includes the independent review of Notice of Intent submissions, inputting into the County's task assignment workflow software, and assignment of tasks to the Woodlands Conservation Officer.
- Supports monthly and annual reporting processes related to accounts.
- May provide support with the onboarding process or job training.
- Supports Occupational Health and Safety compliance by ensuring that work is performed safely in line with all applicable Middlesex County policies and procedures.



- Supports data and records management in accordance with the requirements of the position and corporate policies, including proper handling, storage, security, and retention.
- Performs other duties, as assigned.

Note: the above represents the major functions of the position but does not preclude the addition of other related functions as required.

DECISION MAKING:

- Prioritizes day-to-day activities by making decisions related to organizing work, gathering and verifying information, maintaining records, responding to inquiries, and supporting compliance requirements. Escalates complex scenarios to senior team members where required.
- Supports the development application process through coordination, ensuring accurate tracking and records management, follows up with applicants; communicates using tact and sound judgement; identifies routine issues and escalates delivery, quality and/or other concerns to the Director or other team personnel for decision and resolution.
- Seeks appropriate approvals for purchasing requirements.

ISSUES & CHALLENGES:

- Given the nature of the role, the need to switch tasks with short notice while focusing on multiple tasks and administrative activities can present challenges.
- Due to the volume of work the opportunity for errors is high. Accuracy is required in tracking and invoicing as, for example, errors in responses to applications or processing payment can cause delays to approvals, create additional work and/or have a negative impact to the County's reputation.
- Administrative errors such as incorrect OLT submissions or inaccurate cloud-based permitting system entries can negatively impact the County's reputation.
- Demonstrated ability to remain professional and solutions-focused when dealing with upset or frustrated external contacts.

CONTACTS (INTERNAL & EXTERNAL COMMUNICATIONS):

- Regularly engages with members of the public, planning consultants, agencies, municipal representatives and other external stakeholders
- Regular interactions will be at all levels of the organization including municipal councilors.

MINIMUM QUALIFICATIONS:

Education & Experience

- Completion of a two (2) year diploma in office administration or a related field.
- A minimum of two (2) years of experience in administration, preferably in a



municipal setting or a land use planning related field.

Knowledge, Skills and Abilities

- Demonstrated strong ability to communicate effectively, both verbally and in writing, as required to provide troubleshooting support, prepare technical documentation and reports.
- Proficiency in Microsoft Office Suite (Teams, Word, Excel, PowerPoint, Outlook).
- Understanding and application of basic mathematical functions (e.g. adding, subtracting, measuring, money computation).
- Demonstrated understanding of land use planning practices and procedures including experience in processing land use planning applications.
- Working knowledge of GIS and other specialized software applications relevant to land use planning, including cloud-based permitting systems such as Cloudpermit.

Other:

- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's license with a clean driver's abstract.

WORKING CONDITIONS:

- Work is typically performed during standard operating hours in a climate-controlled environment.
- Occasional need to travel to external offices for meetings or community events.